

CHAPTER 5

RECEIPT AND RELEASE OF MATERIEL

A. GENERAL

1. The DoD Single Line Item Release/Receipt Document, DD Form 1348-1, or the Issue Release/Receipt Document, DD Form 1348-1A, and the optional APL are prepared by the supply/shipping activity. These documents are used for selecting, packing, shipping, and receiving materiel. They are also used as a record of receipt transaction and/or the data source for preparation of other documents. The DD Form 1348-1 or DD Form 1348-1A is mandatory and the APL is optional for all shipments to DoD Customers, including FMS and contractors, from DoD and GSA shipping activities.

2. The DD Forms 1348-1 and 1348-1A may be manually or mechanically prepared. They will contain data elements prescribed herein for the various types of transactions.

3. Use of carbonless paper for preprinted forms (DD Form 1348-1 and DD Form 1348-1A) is authorized at the option of the Service/Agency.

4. The DD Form 1348-1 is a preprinted form (see appendix A3). For the DD Form 1348-1A (see appendix A2 6-1), there are two methods for generating the form:

a. Preprinted forms. Data entries will be made by automated printers, typewriter, or handscribed (see appendix A26-1).

b. Non-preprinted forms. When this method is used, the form and data are printed simultaneously. The IRRD will contain prescribed data elements.

5. The preprinted DD Form 1348-1A is 8-1/2" long (side to side) and 5-1/2" high (top to bottom). When printed on plain stock paper on a high or low speed nonimpact printer, the entire form may be produced either two per 8-1/2" X 11" sheet of paper or optionally three per 8-1/2" X 14" sheet of paper. When printed three per 8-1/2" X 14" sheet of paper, the form is 7-3/4" long (side to side) and 4-1/8" high (top to bottom). When optional printing of the form is used, i.e., three forms per 8-1/2" X 14" sheet of paper, the originator of the form shall ensure the form,

spacing, size, and data entered thereon are legible and capable of being interpreted by a **LOGMARS** scanning device. **Block** numbers are **provided** for data entry. Data which are entered in the data blocks are **provided** in Subsequent paragraphs in this chapter. **Block number** 27 will contain **all** required additional data in the **clear** text that is not shown elsewhere in the form. **The** clear text may be in conjunction **with** bar coded information for those activities possessing bar **coded** capability.

6. The three of nine bar code, as defined in MIL-STD 1189, is established as the standard **symbology** for the automated marking and reading of items of supply, equipment, materiel packs, and containers in logistics operations throughout the DoD. This **symbology** will be applied in accordance with MIL-STD 129 unless otherwise authorized. When bar coding is contained on the DD Form 1348-1A, all record positions of data elements that will be bar coded, will contain a bar code character even if the position was blank on the source document.

7. Automated Packing List (APL) . When the APL is not produced, a copy of the DD Form 1348-1A or DD Form 1348-1 will be used for this purpose and will be placed inside the packing list envelope securely attached to the out side of the shipping container; on multiple cent airier shipments, the DD Form 1348-1A or DD Form 1348-1 will be placed inside a packing list envelope securely attached to the outside of the No. 1 shipping container. The APL will contain, at a minimum, the prescribed data elements **outlined** in **appendix A27**.

B. DOCUMENT DISTRIBUTION

Actual copies utilized, other than the original and first carbon copy, will be at the option of the individual S/A. See figures 5-1, 5-3, and 5-4 for the distribution of the documents.

C. ISSUES FROM SUPPLY SYSTEM STOCK/DEFENSE REUTILIZATION AND MARKETING OFFICE/REQUISITIONS FOR LOCAL ISSUE FROM DEFENSE REUTILIZATION AND MARKETING OFFICES

1. The DD Form 1348-1 (appendix A3) or the DD Form 1348-1A (appendix A2 6) may be prepared as a release document by the shipping activity (issues from supply system stock) or by the shipping DRMO (DRMS-directed issue from the DRMO) . The requisitioner may also use this format when hand carrying requisitions for local issue f rom the DRMO. Minimum data entries are outlined in appendix C45 (DD Form 1348-1) or appendix C45A (DD Form 1348-1A) .

2. In order to accommodate the various distribution systems and equipment, DD Form 1348-1 and DD Form 1348-1A provide blocks for entry of other data. These blocks, will contain information shown in appendix C45 (DD Form 1348-1) or appendix C45A (DD Form 1348-1A) .

D. RETURNS TO STOCK AND TRANSFERS (EXCLUDING TRANSFERS TO DEFENSE REUTILIZATION AND MARKETING OFFICES)

1. In addition to the release of materiel for shipment based upon a requisition, other occasions necessitate release of materiel for shipment based upon other situations, such as the following:

- a. Materiel returns from base to depot.
- b. Base-to-base movements.
- c. Retrograde or lateral system movements.

2. The same documentation (DD Form 1348 -1/DD Form 1348 -1A) and distribution thereof prepared in the same number of copies as prescribed in figures 5-1 or 5-3 will be used to accomplish returns and transfers. Entries will be as shown in figure 5-2 or 5-5 for all DLA and inter-S /A transactions.

3. For intra-S/A use, the data prescribed in figures 5-2 or 5-5 must be entered. Other entries may be prescribed by the S/As concerned; however, any such entries must relate to the columnar and/or block headings indicated in the form.

E. TRANSFERS TO DEFENSE REUTILIZATION AND MARKETING OFFICES

The DD Form 1348-1 or DD Form 1348-1A may be used as the DTID for all transfers to DRMO. See appendix C46 or C46A for entries that are required for single line item turn-ins.

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(RESERVED)

<u>No. OF COPIES</u>	<u>DISTRIBUTION</u>
Original	Supply - Retained copy by the distribution point (shipper) . 1/
One Copy	Transportation - Retained copy by the distribution point (shipper) . 2/
Two Copies	Consignee - With materiel. One copy must be the first carbon copy to ensure legibility. 3/
One Copy	Consignee - Attach to outside of No. 1 shipping container after use for picking, packing, and item identification.

- 1/ Mechanized activities having automated proof of shipment capability may forward the original copy to the consignee with the advance GBL when not required locally for other purposes.
- 2/ When the shipping activity has a method "to accumulate the data therein through use of, ADPE, this copy will be destroyed after data has been accumulated, if it is not for audit purposes.
- 3/ On single line item shipments these copies will be included with the materiel placed in the No. 1 shipping container. On consolidated shipments these copies will be attached to the shipment pack applying to each individual requisition and placed inside the shipping container (s) . In the event the storage container is used as the shipping container, it will not be opened for the sole purpose of inserting the consignee copies. In this instance, the copies will be placed inside the packing list envelope and attached to the outside of the No. 1" container.

Figure 5-1. Distribution of DD Form 1348-1, DoD Single Line
(Part 1 of 2) Item Release/Receipt Document .

<u>No. OF COPIES</u>	<u>DISTRIBUTION</u>
One Copy	Consignee - (1) For CONUS shipments this copy will accompany the advance bill of lading. when CONUS shipment is accomplished by a method not requiring this document as backup (i. e., Government truck, LOGAIR, etc.) , it may be destroyed by the shipping point. (2) For shipments to DRMO this copy will accompany the materiel.

Figure 5-1. Distribution of DD Form 1348-1, DoD Single Line
(Part 2 of 2) Item Release/Receipt Document.

<u>TOP LINE</u>	<u>DATA</u>
1-3	Perpetuate" from source document or blank.
1-7	Blank .
8-22	Stock or part number. \.
13-24	Unit of Issue.
15-29	Quantity.
10-43	Document Number of Consignor (shipper) .
14-73	Blank .
14-80	Unit price.
<u>SECOND LINE</u>	<u>DATA</u>
Block "B"	The in-the-clear name, number, and address of the activity to which the materiel is directed.
Block "P"	The supply condition code reflecting the condition of the materiel (see appendix B18) .
Block "AA"	The activity account number of the activity to be credited (if applicable) and the appropriate fund code (if applicable) .

Figure 5-2. Instructions for Completion of DD Form 1348-1, used for Returns to Stock and Transfers (excluding Transfers to Defense Reutilization and Marketing Offices) .

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<u>DOCUMENT</u>	<u>NO. OF COPIES</u>	<u>DISTRIBUTION</u>
DD Form 1348-1A	Three	Two copies will accompany all shipments . When the DD Form 1348-1A contains bar coding, one of the" two copies to accompany the shipment will be the . original copy.
		A minimum of one copy will be on the outside of the shipping container if not in conflict with other applicable directives. One copy will be produced and retained by, the shipper unless an automated capability is available to prove a shipment has been made\
APL	One	If an APL is produced, it will be attached to the outside of , the shipping container.

Figure 5-3. Distribution of DD Form 1348-1A, Issue Release/ Receipt Document and Automated Packing List to all consignees other than Defense Reutilization and Marketing Offices .

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<u>DOCUMENT</u>	<u>No. OF COPIES</u>	<u>DISTRIBUTION</u>
DD 1348-1A	Five	<p>Four copies will accompany shipments of materiel to the DRMO. When the DD Form 1348-1A contains bar coding, the original copy' will accompany the shipment. These copies will be used as follows:</p> <ol style="list-style-type: none">(1) Source document file copy.(2) Return to originator with signature of receiver.(3) Remains attached to property at DRMO .(4) Used by personnel screening property for potential reutilization, transfer, or donation.(5) If activity requires a driver's return copy, a fifth copy will accompany the shipment.

Figure 5-4. Distribution of DD Form 1348-3A, Issue **Release/Receipt Document for Shipments** to Defense Reutilization and Marketing Offices.

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<u>RECORD POSITION (S)</u>	<u>ENTRY AND INSTRUCTIONS</u>
1-3	Perpetuate from source document or blank.
4-7	Blank .
8-22	Stock or part number.
23-24	Unit of Issue.
25-29	Quantity.
30-43	Document Number of Consignor (shipper) .
44-73	Blank .
74-80	Unit price.
Block 3 and 27	The DoDDAC of the activity to which the materiel is directed. The in-the-clear name, number, and address may be in block 27.
Block 27	The supply condition code ref letting the condition of the materiel (see appendix B18) .
Block 27	The activity account number of the activity to be credited (if applicable) and the appropriate fund code (if applicable) .

Figure 5-5. Instructions for Completion of DD Form 1348-1A, used for Returns to Stock and Transfers (excluding Transfers to Defense Reutilization and Marketing Offices) .